UNIT RECORD MANUAL
1999-2000 ACADEMIC YEAR

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1999-2000 UNIT RECORD TIMELINE

May 2000   Unit Record Training

June 2000   Data Collection/Editing Program Release to Institutions

October 16, 2000   Edited Unit Record Due Date

November 2000   Final Data Editing and Review

December 2000   SNG Allocation Model Run

March/April   On-Site Unit Record Audit Checks and Review

BACKGROUND FOR THE UNIT RECORD

Washington State has a strong commitment to ensuring access to higher education for all citizens regardless of their socioeconomic conditions. One aspect of this commitment is a measurement and assessment of the financial needs of students and the amounts of aid available to meet those needs. The student financial aid Unit Record is an annual report on the distribution of financial aid to students attending higher education institutions in the state of Washington. It was developed in response to 1969 legislation calling for on-going study and analysis of student financial aid and creating the State Need Grant program based on that data (RCW 28B.10.806). The first student financial aid Unit Record report was collected in 1972.

The Unit Record provides information and supports analysis describing student financial aid recipients and the amounts of aid they receive during each academic year. A student is to be reported on Unit Record if he/she receives aid on the basis of financial need as determined through the formal process of needs analysis. The information reported for each student includes the student's identification number, basic demographic data, and the amounts of aid received through individual programs. Each institution participating in state financial aid programs is required to complete a Unit Record at the conclusion of each academic year.

UPDATES FOR 1999-2000 REPORT

There are no data changes from last year's Unit Record (UR). Last year's (1998-99) Unit Record included several new fields: Summer 2, On-Campus SWS, Off-Campus SWS, and Educational Opportunity Grant (EOG). These fields are continued for 1999-2000.

An expanded campus-based editing process will also be continued from last year. Schools were asked to run their UR data against the HECB-developed edit program, and make necessary corrections prior to submitting the data. This process significantly shortened the time required for collecting the data and finalizing any edits; this process will be followed again this year.

1. Data must be submitted electronically through email or FTP (no paper or diskettes, please). The data must be prepared exactly as specified in the Record Layout format (Appendix A) to be processed through the edit program.

2. Adherence to the specified timeline and schedule of due dates is essential. To be available for ongoing policy analysis and research, it is critical that the Unit Record report be completed in a timely manner. **The due date is October 16, 2000.**

Chapter I

GENERAL INSTRUCTIONS FOR COMPLETION
OF THE 1999-2000 UNIT RECORD

STUDENTS TO BE INCLUDED IN THE UNIT RECORD

The population to be reported on Unit Record (UR) is defined as any student who receives some form of need-based aid. Specific students to be excluded are those receiving only non-need based assistance (such as unsubsidized federal loans only or merit-based institutional grants only). A data record **must be** submitted for each student at your institution who received any form of financial aid on the basis of <u>financial need</u>. Receipt of aid and determination of financial need must have been based on Federal Methodology (FM) needs analysis using data from a valid FAFSA as submitted to the U.S. Department of Education.

If you performed your own needs analysis using Federal Methodology documentation must be kept in the student file.

PERIOD OF TIME TO BE REPORTED

Please report information for financial aid distributed during the calendar period of July 1, 1999, through June 30, 2000.

REPORT UPDATED INFORMATION

Information reported is to be the most current information on file from which aid was disbursed. If adjustments were made in the needs analysis or if a change in the student's status occurred during the year, report the latest available information, i.e., as of June 30.

DUE DATE

The edited Unit Record report is due on or before October 16, 2000. This deadline is critical to ensure that the reports can be compiled in time to support analysis of program funding and legislative information requests.

CATEGORIES FOR STUDENT'S RACE/ ETHNICITY

The categories of a student's race/ethnicity reflect the US Census Bureau data format adopted by our state's Office of Financial Management. These categories are identical to those appearing in UR over previous years.

STATE OF WASHINGTON QUESTIONS

Fields 12-14, Student's Race/Ethnicity, are required for all student aid recipients being reported on UR. Schools are required to ask students these questions and record the students' responses, although a student response of "no response" is acceptable as valid.

Field 46, Youngest Child's Age, is used for awarding a dependent care allowance in the State Need Grant program. This item is required on UR only if your institution elects to withhold the DCA when the youngest child is over age 11.

Field 47, Does Student Have Impairment, is required on UR.

SUBMISSION OF DATA

Data will only be accepted electronically through e-mail or transmission to a secure FTP site at HECB. Each institution must send all data at one time and in the proper format. Any data not received in specified and readable format will be returned to the institution for correction or conversion.

GENERAL DATA FORMATS

- Data must conform to fixed length with numeric fields being right justified without blank characters.

- Generally, all fields are numeric and must be right justified and must not contain blank characters; you must lead fill all numeric fields with zeroes. For example, a $1,200 Pell Grant amount in a 5-digit field should appear as "01200."

- Negative numbers are only allowed in the Family Income field, Field 17.

- Alpha characters are only allowed in the optional Name fields, Field 40-41.

- Blank is a valid response only in Field 12, the Asian/Pacific Islander categories. Field 44 must also be blank.

- The standard field length for Fields 21 through 43 is 5 digits each. Within the 5 digit field, precede the number reported with zeroes as required.

STUDENT'S NAME IS OPTIONAL

Student's last name and first name and middle initial are optional items used to facilitate the editing process. If any part of the student's data is marked by the HECB editing process, the student's name will appear along with Social Security Number on your school's Edit Report.

REPORTING OF 3½ PERCENT FUNDS

(Public Institutions Only) A common question in the past has been where to report the 3½ Percent Institutional Aid Fund (formerly the 2½ Percent Long Term Loan Funds under state statute RCW 28B.15.820). These funds should be reported in the category which best corresponds to how the funds were spent at your institution, probably under Fields 39-Other Loans, 40-Institutional Scholarship, or 41-Institutional and Off-Campus Employment. If the funds are used as a match in FWS or SWS, include the funds under those categories.

UNIT RECORD EDITING PROCESS

The purpose of the Unit Record editing process is to verify that accurate data are being collected for each need-based aid recipient. Since the data are prepared and reported by an institution's Financial Aid Officer (FAO), this person is considered to be the final authority with regard to questionable data. The UR edit process seeks to identify inconsistent, inaccurate, or questionable data and request verification or correction from the FAO.

Edits of a student's record may sometimes result from inconsistent data that are actually correct. In such cases, the HECB will override any edit and accept inconsistent data upon written documentation from the FAO that the data are, in fact, correct. For example, occasionally a person receives summer work study but then fails to enroll during the school year and has no term of enrollment; with proper documentation this inconsistency will be accepted.

The complete edit process involves two steps. In the first step, data in each student's individual record is checked for:

- Correct format/coding. (For example, a code of "M" for student's gender is invalid. The correct code for male is "1".)

- Internal consistency. (For example, a student marked as independent, married, with one person in the family is inconsistent. Either dependency, marital status, or number in the family is incorrect.)

- Amounts of awards, income, or need that fall outside expected ranges. (For example, a reported Pell amount of 24,000 is beyond the expected limit of 2,400.)

EDITING PROCESS (continued)

A second step in the edit process involves a double-check with institutional financial aid offices that the sum total of dollars and students reported on Unit Record in each program is accurate. Each school is expected to check each aid program's total on the UR with control totals the school should have at hand. Any percentage difference between these totals for each program should fall within specific tolerance levels. Differences beyond these tolerance levels should be documented.

The 1999-2000 UR will again be collected through a PC-based data entry/edit program. This program allows each institution to edit its UR data and make corrections before sending the data to HECB. The data entry/edit program will be available for download by June 30 at the HECB website. If for some reason the edit program does not run on a school's system, the HECB will work with the school individually to edit its data. Technical assistance is available to any school experiencing problems with the data entry/edit program or with transmission of data to our agency.

Every attempt is made by the HECB to ensure the accuracy of Unit Record data. If at any time you discover a potential error in the data reported on your Unit Record, please notify the HECB. The database can be corrected, if necessary, and future analyses will be more accurate.

Chapter II

DATA DEFINITIONS FOR THE 1999-2000 UNIT REPORT

INSTITUTION CODE
(Field 1)

Four-digit institution codes assigned by HECB. Each institution's report should include branch campuses and all off-campus sites.

STUDENT'S SOCIAL SECURITY NUMBER
(Field 2)

This entry is required. There must be nine digits in each number, no blank characters, and you must lead fill the number with zeroes if necessary.

STATE RESIDENCY
(Field 3)

Public Institutions: A "Washington resident" is defined as any student classified by the institution as a Washington resident for fee-paying purposes (RCW 28B.15.011-013).

Private Institutions: A "Washington resident" is defined as a student classified as a Washington resident for receipt of State Need Grant funds. If the determination of residency has not been made for state-funded financial aid programs, the student's permanent mailing address may be used for reporting residency on the Unit Record.

ENROLLMENT STATUS BY TERM
(Fields 4-8)

Report student's enrollment status at the beginning of each term. For most institutions, this means the tenth day and is the preferred date. However, some schools may collect this information as of the date on which aid is disbursed, which is also an acceptable reporting practice. Enrollment status is to be reported for each term in which the student received financial aid.

Status is defined according to the following table of credit- or clock-hours per term. Some institutions define enrollment status for the receipt of financial aid with slightly different credit-hour amounts (or equivalent measures); if so, use the definitions in common practice at your institution.

Number of Credit Hours Per Term for Categories of Enrollment Status				
UR Code	Enrollment Status	Undergraduates	Graduates	Clock Hour Schools
(1)	Full-Time	12 or more	7 or more	300 or more
(2)	Three-Quarter	9 - 11	5 - 6	225
(3)	Half-Time	6 - 8	3 - 4	150
(4)	Less Than Half-Time	Less than 6	Less than 3	Less than 150
(5)	Not enrolled during indicated term			
(9)	Not applicable (school calendar does not have the indicated term.)			

A code of (9), Not Applicable, is used when an institution does not have an indicated term. For example, a semester school with fall and spring terms would report a code of (9) for winter (and summer, if appropriate).

*Clock-Hour Schools***:** Some clock-hour schools may not divide the school year into academic terms. These schools should report a student's enrollment status during each of four three-month time periods, eliminating either summer 1 or summer 2.

Summer 1 is defined as a term of enrollment prior to fall term in the academic year; **Summer 2** is the term after spring term.

YEAR IN SCHOOL
(*Field 9*)

Report the year in school or class standing which the student has achieved at the beginning of spring term but prior to the recording of credits earned during that term. For most institutions, this means as of the 10th day enrolled. If the student's first term of enrollment is after spring term but before June 30, then report the student's status for that (summer) session. Community colleges and other schools with programs of less than four years should report the appropriate year in school for the student's current program.

1. Freshman/First Year – Matriculated students with 0-44 quarter or 0-29 semester credit hours. First-year students at vocational-technical or proprietary schools.

2. Sophomore/Second Year – Matriculated students with 45-89 quarter or 30-59 semester credit hours. Second-year students at vocational-technical or proprietary schools.

3. Junior/Third Year – Matriculated students with 90-134 quarter or 60-89 semester credit hours.

4. Senior/Fourth Year – Matriculated students with 135 or more quarter or 90 or more semester hours. Also, students in the fifth year of a five-year baccalaureate program.

5. Unclassified/Fifth Year – Students who hold a baccalaureate degree and are not enrolled in a program leading to a graduate degree.

6. Graduate – Students who hold a baccalaureate degree and are enrolled in a program leading to a graduate degree (master's or doctoral).

7. Professional - Students who have had three or more years of college work and are enrolled in a first professional degree program.

8. Other – Non-degree, non-matriculated, high school completion, or special students who cannot be classified as any of the above.

GENDER
(Field 10)

Codes are:

1. Male   2. Female

DATE OF BIRTH
(Field 11)

Year, month, and day in format CCYYMMDD or
(1 9 _ _ / _ _ / _ _).

RACE /ETHNICITY
(Field 12)

Report one of the following codes.

1. Black/African American
2. Asian or Pacific Islander
3. American Indian
4. Eskimo
5. Aleut
6. White
7. Other
9. Unknown/No Response

**WHICH
ASIAN/PACIFIC
ISLANDER GROUP?**
(Field 13)

Report <u>one</u> of the following codes.

(Blank) Not Asian/Pacific Islander
1. Asian Indian
2. Chinese
3. Filipino
4. Guamanian
5. Hawaiian
6. Japanese
7. Korean
8. Samoan
9. Vietnamese
10. Other Asian/Pacific Islander

**SPANISH/HISPANIC/
LATINO ORIGIN**
(Field 14)

Report <u>one</u> of the following codes.

Note the distinction between codes 5 and 6. If the student reported "Yes, Spanish/Hispanic" but specified a group other than Puerto Rican, Cuban, or Mexican/Mexican American/Chicano, then use code 5, "Other Spanish/ Hispanic/Latino." If the student indicated "Yes, Spanish/ Hispanic" but his or her specific group is unknown, use code 6, "Yes, Origin Group Unknown."

1. Not Spanish/Hispanic/Latino
2. Yes, Puerto Rican
3. Yes, Mexican/Mexican American/Chicano
4. Yes, Cuban
5. Yes, Other Spanish/Hispanic
6. Yes, But Specific Spanish/Hispanic/Latino Origin Group is Unknown
8. Unknown/No Response

**DEPENDENCY
STATUS** *(Field 15)*

Use the 1999-2000 <u>federal</u> definitions of dependent or independent student status.

MARITAL STATUS
(Field 16)

Report the student's marital status.
1. Unmarried, to include single (never married), divorced, or widowed.
2. Married
3. Separated

NUMBER OF FAMILY MEMBERS *(Field 17)*

Indicate the number of members in the student's family, including the student.

Dependent Student: Count the student, parents, siblings, and other dependents included in the needs analysis calculation.

Independent Student: Include the student and those in the family unit supported by the student and/or the student's spouse and included in the needs analysis calculation.

NET FAMILY INCOME *(Field 18)*

Note the actual amount of family income that was used in computing the student's financial need. This amount should be an annualized, 12-month income. For most students, the income figure will be for the base year of 1998 as reported on the FAFSA. Indicate negative amounts by preceding the figure with zeroes and a negative sign (-) in the left-most position. For example, a negative income of -$9,875 would be reported as:
"-09875". The lowest reportable amount is -99999.

Dependent Student: Report parent(s) taxable and non-taxable income. Do not include the dependent student's income.

Independent Student: Report student's and/or spouse's taxable and non-taxable income.

AMOUNT OF NEED *(Field 19)*

Report the amount of need used to determine the student's award. A need amount reported in Field 19 should be based on the number of months a student received aid as indicated in Field 20. The sum of all aid reported on Unit Record should be based on the aid actually disbursed to meet the student's need as indicated in 19 and 20.

DURATION OF NEED *(Field 20)*

Indicate the number of months for which the need amount reported in Field 19 is calculated. For example, if a student's need is based on a 9-month budget, the figure "09" would be reported.

Do not report a negative figure - the lowest amount which may be reported is zero as indicated by "00000".

PARENT CONTRIBUTION
(Field 21)

Dependent Student: Report expected parent contribution which was used in calculation of the student's need.

Independent Student: In most cases the expected parent contribution will be zero. If the student reported an expected parent contribution, it should be reported.

Orphans/Wards of the Court: Report the parent contribution as zero.

STUDENT CONTRIBUTION
(Field 22)

Report the total amount of student resources which were subtracted from the student's financial aid budget to compute financial need (Field 19).

Do not include as "student contribution" the following: Parent contribution or student's term-time earnings or FWS or SWS summer savings, since these are reported elsewhere in this report. If funds received from Labor and Industries, JTPA, Aid to Blind, Veteran's benefits, etc. were considered as an award to meet the student's need, report those amounts under Field 43, Other Agency Assistance.

> *FOR FIELDS 23 TO 43: Report the amount of funds, rounded to the nearest dollar, actually received by the student from the following sources, for the period July 1, 1999 through June 30, 2000.*

FEDERAL PROGRAMS

PELL GRANT
(Field 23)

Report the amount of Pell Grant funds received by the student.

FEDERAL SEOG
(Field 24)

Report the amount of Federal SEOG funds received by the student.

FEDERAL PERKINS
LOAN (Field 25)

Report the amount of Federal Perkins Loan funds received by the student.

FEDERAL
WORK STUDY
(Field 26)

Report the student's gross compensation for July 1 through June 30. Include both the matching shares from the federal government and the employer.

FEDERAL NURSING
SCHOLARSHIPS
(Field 27)

Report federal grants to nurses. Do not include Nurses Conditional Scholarships which should be reported in Field 39 - Other Loans.

FEDERAL NURSING
AND HEALTH LOANS
(Field 28)

Include the federal Nursing Loan, Health Professions Loan and HEAL programs.

FEDERAL
SUBSIDIZED
STAFFORD LOANS
(Field 29)

Report the total gross amount actually borrowed for the year, including fees. This may not be the amount requested on the application form. Unsubsidized Stafford loans received by needy students should be reported in Field 30.

FEDERAL PLUS AND
UNSUBSIDIZED
STAFFORD LOANS
(Field 30)

Report the total gross amount actually borrowed for the year, including fees. This may not be the amount requested on the application form. Any other non-need-based loans should be reported in Field 39, Other Loans. Remember to report only those non-need-based loans which are received by needy students.

**STATE NEED GRANT
(Field 31)**

Include TRIO or GEAR UP (NEISP), if applicable.

NOTE FOR REPORTING STATE WORK STUDY IN FIELDS 32-34: Report the student's total gross compensation for July 1 through June 30. Include both the state share and the employer's share. Any SWS earnings through the GEAR UP (NEISP) program or community service projects should be included. If the On-Campus and Off-Campus split is unknown, report zero in fields 33 and 34, and report the total SWS in field 32.

**TOTAL STATE
WORK STUDY
(Field 32)**

Report the student's TOTAL gross compensation. This amount should be the sum of On-Campus and Off-Campus (Fields 33 and 34).

**ON-CAMPUS
STATE WORK STUDY
(Field 33)**

Report the student's ON-CAMPUS earnings.

**OFF-CAMPUS
STATE WORK STUDY
(Field 34)**

Report the student's OFF-CAMPUS earnings. If the institution acts as the employer of record and the student works off-campus, it is preferable for earnings to be reported as Off-Campus; otherwise report as On-Campus.

**EDUCATIONAL
OPPORTUNITY
GRANT (EOG)**
(Field 35)

Report state funds distributed under the Educational Opportunity Grant (EOG) program.

**3%/4% TUITION AND
FEE WAIVER
(Field 36)**

(Public institutions only)
Report the dollar value of tuition and fee waiver granted on basis of state residency and need (RCW 28B.15.740). Please note that this field does not include financial aid awarded from the 3½% Institutional Aid Fund. (Aid from that program is to be reported in Fields 39, 40, or 41, as appropriate.)

WORKFORCE TRAINING FUNDS (Field 37)	*(Community and Technical Colleges only)* Report the amount of funds awarded under the State Board for Community and Technical College's (SBCTC) Workforce Training Program.

ALL OTHER STATE-FUNDED GIFT ASSISTANCE (Field 38)	*(All Schools)* Report state funds awarded to students here and the institutional share in Field 40, Institutional Scholarships. Report two types of state-funded gift assistance Washington Scholars, and WAVE Awards. Report EOG in Field 35.

(Public institutions only)
In addition, report tuition and fee waivers granted according to Washington State statutes, if the waiver was awarded as part of the financial aid package to meet the student's need.

INSTITUTIONAL AND OTHER PROGRAMS

OTHER LOANS (Field 39)	Report the dollar amount received under any other loan or "conditional scholarship" program, including: Nurses Conditional Scholarships, Canadian, Micronesian or Alaska Student Loans, PREP, and other non-federal loan programs. Other federal and private non-need-based loans not reported in Fields 25, 29, or 30 are reported in this category.

INSTITUTIONAL SCHOLARSHIP, GRANTS AND WAIVERS (Field 40)	Report the dollar value of institutional scholarships used to meet part or all of the student's financial need. Include tuition waivers at independent institutions. Include the institutional match portion of any funds to Washington Scholars or WAVE recipients as reported in Field 38, All Other State-Funded Gift Assistance.

INSTITUTIONAL AND OFF-CAMPUS EMPLOYMENT (Field 41)	Report gross earnings from institutional employment and from off-campus employment, if known. Note: Include this information only if this employment was awarded on the basis of need and included in the student's financial aid package.

OUTSIDE SCHOLARSHIPS (Field 42)	Report dollar value of outside scholarships that were used as part of the student's financial aid package. Include BIA, National Merit, ROTC, organizational, company, service club scholarships, etc.

**OTHER AGENCY
ASSISTANCE
(Field 43)**

Report any funds received by the student from other government or outside agencies, such as the Department of Labor and Industries, Services for the Blind, JTPA, Vocational Rehabilitation, etc. Amounts should be reported **if** the funds are considered an **award** to meet the student's need. If you consider the funds to be a resource and counted them as part of the student contribution, then include the amount in Field 22, Student Contribution.

STUDENT'S NAME (OPTIONAL)

**LAST NAME
(Field 44)**

Report student's last name if you wish it to appear on your school's Edit Report.

**FIRST NAME INITIAL
MIDDLE INITIAL
(Field 45)**

Report student's first name initial and middle name initial.

STATE OF WASHINGTON QUESTIONS

**AGE OF
YOUNGEST CHILD
(Field 46)**

Report the age of the student's youngest child. The child's age is the number of years old at the time this information was provided by the student for the academic year. Numbers less than 10 should be zero filled (report an age of 9 as '09'.) An age of '00' indicates an infant less than one year old. If the student does not have a child, leave the field blank.

This item is required only if your institution elects to withhold the State Need Grant Dependent Care Allowance if the youngest child is over age 11.

**DOES STUDENT
HAVE IMPAIRMENT?
(Field 47)**

Does the student have a physical, sensory, or mental impairment that substantially limits one or more life activities (e.g., walking, seeing, hearing, breathing, or learning)?   1. Yes2. No

BLANK *(Field 48)*

For Higher Education Coordinating Board (HECB) use only.

RECORD LAYOUT FOR 1999-2000 UNIT RECORD

Field #	Field Position First	Field Position Last	Length	Field Name	Field Type	Valid Field Content
1	1	4	4	Institution Code	Num	1010 to 6980
2	5	13	9	Social Security Number	Num	001010001 to 999999999
3	14	14	1	Residency Code	Num	1=Washington Resident 2=Nonresident
4	15	15	1	Fall Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
5	16	16	1	Winter Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
6	17	17	1	Spring Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
7	18	18	1	Summer-#1 Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
8	19	19	1	Summer-#2 Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
9	20	20	1	Year in School	Num	1=Freshman/First Year 2=Sophomore/Second Year 3=Junior/Third Year 4=Senior/Fourth Year 5=Unclassified/5th Year 6=Graduate 7=Professional 8=Other
10	21	21	1	Gender	Num	1=Male 2=Female
11	22	29	8	Date of Birth	Num	19000101 to 19991231 Format is CCYYMMDD CC=19 YY=00-99 MM=01-12 DD=01-31

Field #	Field Position First	Field Position Last	Length	Field Name	Field Type	Valid Field Content
12	30	30	1	Race/Ethnicity	Num	1=Black/African American 2=Asian/Pacific Islander 3=American Indian 4=Eskimo 5=Aleut 6=White 7=Other 9=Unknown/No Response Will never be blank
13	31	31	1	Asian/Pacific Islander	Num	Blank=Not Asian/Pacific Islander 1=Asian Indian 2=Chinese 3=Filipino 4=Guamanian 5=Hawaiian 6=Japanese 7=Korean 8=Samoan 9=Vietnamese 0=Other Asian/Pacific Islander
14	32	32	1	Spanish/Hispanic Origin	Num	1=Not Spanish/Hispanic 2=Yes, Puerto Rican 3=Yes, Mexican/Mexican American/Chicano 4=Yes, Cuban 5=Yes, Other Spanish/Hispanic 6=Yes, Spanish/Hispanic Origin is Unknown 9=Unknown/No Response Will never be blank
15	33	33	1	Dependency Status	Num	1=Dependent 2=Independent
16	34	34	1	Marital Status	Num	1=Unmarried 2=Married 3=Separated
17	35	36	2	Number of Family Members	Num	01 to 99
18	37	42	6	Net Family Income	Num	-99999 to 999999
19	43	47	5	Amount of Need	Num	00000 to 99999
20	48	49	2	Duration of Need	Num	01 to 12
21	50	54	5	Parent Contribution	Num	00000 to 99999
22	55	59	5	Student Contribution	Num	00000 to 99999
23	60	64	5	Pell Grant	Num	
24	65	69	5	Federal SEOG	Num	
25	70	74	5	Federal Perkins Loan	Num	
26	75	79	5	Federal Work Study	Num	
27	80	84	5	Federal Nursing Scholarships	Num	
28	85	89	5	Federal Nursing and Health Loans	Num	
29	90	94	5	Federal Subsidized Stafford Loan	Num	

Field #	Field Position First	Field Position Last	Length	Field Name	Field Type	Valid Field Content
30	95	99	5	Federal PLUS and Unsubsidized Stafford Loans	Num	
31	100	104	5	State Need Grant	Num	
32	105	109	5	State Work Study – Total	Num	
33	110	114	5	State Work Study – On Campus	Num	
34	115	119	5	State Work Study – Off Campus	Num	
35	120	124	5	Educational Opportunity Grant	Num	
36	125	129	5	3%/4% Tuition & Fee Waiver	Num	
37	130	134	5	Workforce Training (CTCs Only)	Num	
38	135	139	5	All Other State-Funded Gift Assistance	Num	
39	140	144	5	Other Loans	Num	
40	145	149	5	Institutional Grants, Scholarships & Waivers	Num	
41	150	154	5	Institutional & Off-Campus Employment	Num	
42	155	159	5	Outside Scholarships	Num	
43	160	164	5	Other Agency Assistance	Num	
44	165	176	12	Student's Last Name	Char	
45	177	178	2	Student's First Initial & Middle Initial	Char	
46	179	180	2	Age of Youngest Child	Num	00 to 18 00=Birth to less than 1 year blank=no children or not reported
47	181	181	1	Does Student Have Impairment?	Num	1=Yes 2=No
48	182	182	1	Blank Space-For HECB Use Only		Blank only

UNIT RECORD INSTITUTION CODES

1010	University of Washington		4430	Olympic College
1020	Washington State University		4440	Peninsula College
			4370	Pierce College
			4450	Seattle Central Community College
2030	Central Washington University		4480	Shoreline Community College
2040	Eastern Washington University		4490	Skagit Valley College
2050	The Evergreen State College		4420	South Puget Sound Community College
2060	Western Washington University		4470	South Seattle Community College
			4500	Spokane Community College
2070	Portland State University		4510	Spokane Falls Community College
2080	North Idaho College		4520	Tacoma Community College
			4530	Walla Walla Community College
			4540	Wenatchee Valley College
3090	Bastyr University		4550	Whatcom Community College
3100	Cornish Institute		4560	Yakima Valley College
3120	Gonzaga University			
3280	Henry Cogswell College		5700	Bates Technical College
3110	Heritage College		5710	Bellingham Technical College
3130	Northwest College		5720	Clover Park Technical College
3140	Pacific Lutheran University		5730	Lake Washington Technical College
3150	Saint Martin's College		5740	Renton Technical College
3160	Seattle Pacific University		5750	Seattle Vocational Institute
3170	Seattle University			
3190	University of Puget Sound		6790	American College of Prof. Education
3200	Walla Walla College		6820	Art Institute of Seattle
3210	Whitman College		6870	Ashmead College
3220	Whitworth College		6810	Bryman College
			6730	Business Computer Training Institute
4300	Bellevue Community College		6890	Clare's Beauty College
4310	Big Bend Community College		6850	Court Reporting Institute
4580	Cascadia Community College		6770	Crown College
4320	Centralia College		6740	Divers Institute of Technology
4330	Clark College		6780	Gene Juarez Academy
4340	Columbia Basin College		6970	Glen Dow Academy
4350	Edmonds Community College		6760	Interface Computer School
4360	Everett Community College		6750	International Air Academy
4380	Grays Harbor College		6700	ITT Technical Institute - Seattle
4390	Green River Community College		6710	ITT Technical Institute - Spokane
4400	Highline Community College		6840	Perry Technical Institute
4410	Lower Columbia College			
4460	North Seattle Community College			
4570	Northwest Indian College			

1999-2000 UNIT RECORD SUBMITTAL FORM

Must Be Completed and Submitted with Your Unit Record Data

1. Institution Name:

    _____

2. Name of person at this institution to contact for questions related to financial aid data is:

    _____

    E-mail: _____   Phone: _____

3. Name of person to contact for technical questions related to the data file and layout is:

    _____

    E-mail: _____   Phone: _____